

Canbank Venture Capital Fund Ltd, Located at Bengaluru is a 100% subsidiary of Canara Bank doing the Venture Capital Activity since 1989 is one of the oldest VC funding institutions of India invites applications from eligible Indian Citizens for appointment of following posts.

1. **Job Description/Post Code:** **Asst.Vice President (AVP) (Investments) : Post Code - I**  
**Project Manager (PM) (Accounts) : Post Code – II**

2. **No of Vacancies:** AVP – ONE, PM - ONE

3. **Last Date of receipt of Application: 10.04.2023 by 5.00 pm**

4. **Place of Posting: Bengaluru City.**

5. **Eligibility Criteria:** Eligible criteria and other details (Qualification, age etc.) shall be computed as on 31/01/2023.

6. **Eligibility:** **(A) Asst. Vice President (Investment): (Post Code – I)**

**Age** : Not exceeding 30 years as on 31.01.2023

**Qualification** : BE/ B.Tech/ MBA (finance)/ CA/ ICWA (CMA)

Computer Proficiency is a must.

**Experience** : Work experience of minimum Three (3) years in Venture Capital/ Private Equity Industry.

**(B) Project Manager (Accounts): (Post Code – II)**

**Age** : Not exceeding 30 years as on 31.01.2023

**Qualification:** CA/B Com or M.com with MBA (Finance)/ ICWA (CMA)

Computer Proficiency is a must.

**Experience** : Work experience with at least one year in handling Accounts/finance in Venture Capital/Private Equity Industry or Any Organization.

7. **Application fees:** Demand Draft for Rs 1000/- in favour of “Canbank Venture Capital Fund Ltd” drawn on Bengaluru.

## 8. Job Profile :

**a) Asst.Vice President (Investment):** Candidate is responsible for identifying, scrutinizing, due diligence, investment in new fund and assistance till closure of the investment deals and also for finance/accounts of the company and all the funds under the management of CVCFL. Follow up of existing & new Portfolio investments, periodical reviews, attending investee company Board Meetings etc. Attend to investor's queries/correspondence. Apprising of committee/trustees/board of directors periodically during the meetings by way of notes.

**b) Project Manager (Accounts):** Handling accounts of the Company, Reconciliation, Preparation of Balance Sheet of Company and funds. Handling all types of audit works. Filing of monthly / quarterly /half yearly / Annual statutory Tax returns in time. Submission of holding statements to Contributors. Compliance of all tax matters, Provident Fund, GST, Profession Tax, Advance Tax, ROC related work, preparation of notes for Board and AGM for the Company and notes for Management Committee Meeting for funds, etc.

## 9. Compensation:

Designation	Scale of Pay (Rs)	Variable pay	H R A	CCA*	Conveyance
Project Manager	33000=3000/10=63000	10% of basic pay	8000	700	3000
Asst Vice President	38500=4000/10=78500	10% of basic pay	12000	700	5000

\*4% of scale of pay & variable pay with maximum Rs 700.00.

\*Apart from the above, Casual Leave, Privilege Leave, Sick Leave, LFC encashment, PL encashment ,TA/HA& other perquisites applicable as per company rules.

- i) **Asst. Vice President(Investment)**: CTC of Rs 8.50 Lacs to Rs 10.50 lacs p.a (approx)  
ii) **Project Manager (Accounts)** : CTC of Rs 7.00 Lacs to Rs 9.00 lacs p.a (approx)

Interested candidates to submit the hard copy of the completed application along with Demand Draft for Rs 1000/- in favour of "Canbank Venture Capital Fund Ltd" drawn on Bangalore by Courier / Registered Post / Speed Post so as to reach the following address on or before 10.04.2023 by 5 pm.

The Managing Director  
Canbank Venture Capital Fund Ltd  
29, 2<sup>nd</sup> Floor, Dwarakanath Bhavan  
K R Road, Basavanagudi  
Bengaluru-560 004

## 10. Interview:

The shortlisted candidates will be called for interview at the Registered Office at Bengaluru. Intimation will be sent by call letter/or e mail. The candidate to attend the interview at his/her own cost if called for interview and he/she shall not claim refund of the cost either in part or in full from CVCFL.

11. The selected candidates on joining have to be under probation period i.e., one year, the candidate shall be absorbed as Permanent Employee of the Company. If the conduct/performance of the selected candidate is not satisfactory during the probation period, the company reserves the right to

terminate the services without assigning any reason. On successful completion of probation, the employees will be subjected to CVCFL Staff Regulations 1999 (as amended from time to time) and all benefits as applicable to other existing employees of the company.

## **12. Other Conditions:**

- The Company (CVCFL) reserves the right to call only the requisite number of candidates based on the screening of applications.
- Incomplete applications received, applications received after the due date will be summarily rejected and the fee will be forfeited.
- Applications once made will not be allowed to be withdrawn and fee once paid will not be refunded under any circumstances.
- Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while submitting the application or impersonates or misbehaves or resorting to improper means or brings in outside influence during the interview shall be liable to criminal prosecution besides disqualification from interview for which he/she is the candidate.
- Candidates serving in Govt/PSU are required to produce NOC from their employer at the time of interview, in the absence of which their candidature will not be considered.
- Decision of CVCFL in all matters regarding eligibility of the candidate, screening of the application, documents to be produced for conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate.
- CVCFL reserves the right to stall, cancel the recruitment partially/fully at any stage at its discretion without assigning any reason and this decision shall be binding on the candidate. No correspondence or personal enquiries shall be entertained by the company.
- The candidates called for interview shall submit all the original documents pertaining to age, qualification, experience etc., at the time of interview for verification. If any candidate found ineligible at this stage shall not be allowed to take up the interview.
- Appointment of selected candidate is subject to his/her being declared medically fit and certificate in original to be submitted from medical authority of Government Hospital as per requirement of the company.
- The successful candidate in interview shall agree to serve the company for a period of minimum TWO years and execute a bond for Rs1.00 lacs for Asst.Vice President Cadre & bond of Rs.50,000 for Project Manager as Fixed deposit of Canara Bank.
- Either party may terminate the contract by giving three months' notice in writing / by remitting three month's gross salary.
- The company shall have the right to recover at its discretion, any loss or money due to the company, from the money due and payable by the company without prejudice to any other remedies the company may adopt for recovering the same.
- Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Bangalore.

13. **Application:** Eligible/Interested candidates are requested to submit the application in the below Format only.

## APPLICATION FORM

PHOTO

### CANBANK VENTURE CAPITAL FUND LIMITED

#### APPLICATION FOR RECRUITMENT OF ASST VICE PRESIDENT (INVESTMENTS) / PROJECT MANAGER(ACCOUNTS)

Post Applied: \_\_\_\_\_ Post code: \_\_\_\_\_

Applicants Full Name : \_\_\_\_\_

Father/Husbands Name: \_\_\_\_\_

Date Of Birth : \_\_\_\_\_ Age as on 31.01.2023 \_\_\_\_\_

Category : SC/ST/OBC/GENERAL

Place of Birth : \_\_\_\_\_ Nationality \_\_\_\_\_

Present Address : \_\_\_\_\_

State \_\_\_\_\_ Pin Code \_\_\_\_\_

Permanent Address : : \_\_\_\_\_

State \_\_\_\_\_ Pin Code \_\_\_\_\_

Phone No with STD Code: \_\_\_\_\_

E-Mail ID : \_\_\_\_\_ Mobile \_\_\_\_\_

Application Fee Rs \_\_\_\_\_ DD No: \_\_\_\_\_ Date \_\_\_\_\_ 2023

Drawee Bank \_\_\_\_\_ Branch \_\_\_\_\_

Qualification Details:

Course	Name of University	Marks Scored	%of Marks	Rank / Class	Month/Year of Passing

(Enclose certified true copies of all the certificates)

Experience / Other Credentials of the Candidate: \_\_\_\_\_

(Candidate to enclose the details as an attachment)

**Certificate:** I have read and understood the terms and conditions of the job advertisement and I undertake to abide by the conditions. I certify that the information given above is true to the best of my knowledge.

I also undertake to attend the interview at my own cost if called for interview. If selected I shall execute a bond for \_\_\_\_\_ lacs as required by CVCFL.

Date: \_\_\_\_\_ 2023

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Candidate